**STD/NP2022/1**

Negotiated Procedure

C. Technical Brief Framework

Official Status Management Platform

WORLD ORGANISATION FOR ANIMAL HEALTH (WOAH)

whose statutory name is
“OFFICE INTERNATIONAL DES EPIZOOTIES”

deadline to submit :

Tenders : 03 October 2022 - 18:00 (Paris local time)

Applications may be deposited at WOAH reception desk, from **Monday** **to Thursday and from 8:00 to 18:00, Friday from 08:00 to 17:30.**

**RESPONSE STRUCTURE**

The tender response must be filled in this document. It should be provided in a Word/PDF document, no longer than 50 pages and signed by the authorised person. Additional information relevant to the understanding of the response may be presented in annex and will not count against the maximum number of pages (each additional document should not be longer than 5 pages).

**The scanned documents will not be authorized and will not be analysed.**

This document will be used to assess the technical criteria (section 4.7. of the Document A).

**Technical criteria** :

* **Quality of reference (30%)**
* Relevance of presented similar projects (20%)
* Experience and expertise with projects developed in low code / no code (35%)
* Relevance of reference organisations’ scope (i.e., with an international dimension) (10%)
* Experience with health sector and/or associated application (15%)
* Experience working in English in a multicultural context (20%)

* **Professional certifications and qualifications of the Tenderers and the team members who will be responsible for the execution the project** **(20%)**
* **Quality and relevance of Technical offer made therein (40%)**
* Relevance and adequacy of proposed solution to user’s needs (20%)
* Relevance and adequacy of proposed development tool (15%)
* Ergonomics and user friendliness of the proposed solution (10%)
* Relevance and quality of the proposed methodology, testing plan, and timeline (work plan) (15%%)
* Adequacy of the additional options proposed to develop phase 3 of the conditional tranche (10%)
* IT security policy (ITSP) compliance (10%)[[1]](#footnote-1)
* Data management (data model design and data migration plan) (10%)
* Quality assurance plan-QAP (10%)

* **Relevance of quality assurance and risk management frameworks (10%)**

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|  General company / consortium information | *Annex (if any)* |
| General information:*Company name (and name of group if applicable)**Structure (location and number of employees in the headquarters as well as regional offices)**Contact point name, phone number and email address**Please provide your answers below:*  |  |
| Activities:*Company background review;**Description of major activities (incl. number of employees and their location).**Clear References and experience on similar projects developed**Clear references on organisation’s scope (e.g with an international dimension)**Please provide your answers below:*  |  |
| Expertise and experience:* *Expertise 1 : Low code / no code development*
	+ *Experience in projects developed in low code / no code (Microsoft low code no code tools experience would be appreciated)*
* *Expertise 2 : project in health sector and/or associated application*
	+ *Experience with health sector and/or associated application*
* *Expertise 3: Azure AD on Microsoft Azure Cloud*
	+ *Experience in Azure AD on Microsoft Azure Cloud*
* *Expertise 4: Database development and Data migration*
	+ *Experience in Database PostgreSQL on Microsoft Azure cloud or in other DataBase technology on Microsoft Azure cloud*
* *Experience in data migration in a similar application*
* *Experience on API development*
* *Expertise 5: SharePoint, Dataverse, etc*
	+ *Experience on Sharepoint and Dataverse, etc.*
* *Expertise 6 : Working and capitalization in a multicultural context*
* *Experience in working in English in a multicultural context*
* *Experience in Training and capitalisation of knowledge in a similar project*

*Please provide your answers below:*  |  |
| **Understanding of the project** | *Annex (if any)* |
| *This section should provide assurance of the understanding of the global landscape, the organisational context and the rationale for the current negotiated procedure. The objectives underlying the work to be carried out should be clearly identified and addressed in the rest of the response document.* *Please provide your answers below:*  |  |

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| **Methodology for each core component** | *Annex (if any)* |
| *Tenderers should clearly highlight throughout this section which activities will require an on-site presence and which will be carried out remotely.**Please provide your answers below:*  |  |
| *Core workstream 1 - setting up the architecture and the infrastructure of global official status management platform**Tenderers should describe the recommended methodology and approach to guaranty the best foundation to build the complete Official status management platform.* *Tenderers should highlight how they intend to set up the required architecture and infrastructure.**It is requested to the tenderers to provide different scenario according to the number of users, the volume of data, the duration period of use of the platform the options available (with advantages and inconvenient of each) : SharePoint, Dataverse, licensing strategy (by application, by users, by connection, etc.)* *Please provide your answers below:*  |  |
| *Core workstream 2 - new annual reconfirmation system**Tenderers should provide general information regarding the approach/tools/methodology to develop the new annual reconfirmation system as required in the Document B - Annex B1 – user requirement specifications.**Major feasibility requirements as well as required documentation should be identified, as well as the availability this will require from the different categories of stakeholders.* *The user testing and training approach should be also provided.**Please provide your answers below:*  |  |
| *Core workstream 3 - application for official animal health status/endorsement of control programme, and recovery of animal health status* *Tenderers should provide general information regarding the approach/tools/methodology to develop the new annual reconfirmation system as required in the Document B - Annex B1 – user requirement specifications.**Major feasibility requirements as well as required documentation should be identified, as well as the availability this will require from the different categories of stakeholders.* *The user testing and training approach should be also provided.**Please provide your answers below:*  |  |
| * *Core workstream 4- transversal components*

*Tenderers should provide general information regarding the approach/tools/methodology to develop the transversal components as required in the Document B - Annex B1 – user requirement specifications. In the sections: “Admin account/back-office management”, “Login page and menus”, “Document repository”, and “Experts missions (Official status/endorsement programme or annual reconfirmation mission reports)”**Major feasibility requirements as well as required documentation should be identified, as well as the availability this will require from the different categories of stakeholders.* *The user testing and training approach should be also provided. The migration part of data and documents is also essential, the methodological approach will have to be detailed.**The user testing and training approach should be also provided.**Please provide your answers below:*  |  |

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| **Guarantee, corrective and evolutive maintenance** | *Annex (if any)* |
| *The tenderer must explain how:* *1) the solution developed in the framework of the project will be maintained during a period a guarantee of 12 months starting from the go-live for each phase of the project, and* *2) how the tenderer will assist WOAH in adding an evolution of the functional perimeter of the solution as necessary.**Please provide your answers below:*  |  |
| **Conditional tranches** | ***Annex (if any)*** |
| *Self declaration system**This section should describe the steps to develop the Self-declaration system and the remained related transversal component as required in the* *Document B - Annex B1 – user requirement specifications .**Please provide your answers below:*  |  |
| *Fillable online form for official animal health status/endorsement of control programme application and self declaration**This section should describe the steps to develop fillable online form for official status application and self-declaration as required in the Document B - Annex B1 – user requirement specifications .**Please provide your answers below:*  |  |

|  |  |
| --- | --- |
| **General methodology, migration strategy and plan, testing plan and proposed schedule** | *Annex (if any)* |
| *This section should identify the recommended methodology to implement the different steps in the most appropriate and effective approach.* *The offer should provide input on the proposed project governance mechanism and a clear rationale as to the proposed organisation of activities. Major constraints as well as pre-requisites (time, stakeholder availability) should be identified. A schedule encompassing the different milestones should be provided.**The general methodology to manage the project, including the format of the follow-up on the part of the supplier as well as the measures to ensure respect of the project deadlines, tracking of project costs and the delivery of quality deliverables should be identified.**The strategy of migrating data and documents and the migration plans have to be describe in the technical response as well as the testing plan according to the agile methodology approach.* *Please provide your answers below:*  |  |
| **Allocated human resources** | ***Annex (if any)*** |
| *This section should identify the professional profiles (field of expertise, seniority etc.) proposed throughout the project and according to each stage of the methodology established in the previous section. It should include a rationale for the team set-up and clearly underline how the team, as a whole, responds to the required skills as described in the TORs., provide, for each profile, a short biography of the identified consultant and justification of his/her role in the project. A short CV for each consultant (no longer than 2 pages) with reference to relevant experience, qualifications and certifications should be annexed to the main response document.**Please provide your answers below:*  |  |
| **Success – risk factors** | ***Annex (if any)*** |
| *This section should provide a review of major constraints identified at this stage, potential risks to the project and requirements to ensure its successful completion. Prerequisites that you deem important to carry out the project effectively should be identified. A mitigation plan and a quality assurance plan (QAP) must be provide.* *Please provide your answers below:* |  |
| **Additional information** | ***Annex (if any)*** |
| *This section should include any additional information not provided for elsewhere that you deem important for us to know. Innovative solutions as well as relevant “Best practices” that may not be expressly mentioned in this document should be provided here.**Please provide your answers below:*  |  |

Entity name: …………………………………………………………………………………………………..

Address: .………………………………………………………………………………………………….

.………………………………………………………………………………………………….

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**Name and Title of duly authorized representative: ……………………………………………………**

**Date: …………………………………………………………………………………………………………….**

**Signature:**

1. Serious non-compliance with WOAH IT security policy would be eliminatory [↑](#footnote-ref-1)